MICHIGAN Department of Education

How to Access and Navigate Michigan's Interactive Assessment Reporting Site

A guide for navigating the Interactive Assessment Reporting Site and generating Spring 2015 M-STEP and MI-Access score reports

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Introduction

This document is intended as a guide for navigating Michigan's Interactive Assessment Reporting site. The Interactive Assessment Reporting site will provide Michigan M-STEP and MI-Access score reports for the Spring 2015 M-STEP and MI-Access test administrations. As new reports are added, and functionality evolves, this document will be updated to address each change.

The Interactive Assessment Reporting site provides detailed information about student performance by content area at the student, school, and district levels. The first of these reports, the Individual Student Report (ISR), displays a student's performance for each content area. The ISR will be followed by additional student level reports and then by aggregate-level reports, which will include the school and district demographic reports.

Please watch the **Spotlight on Student Assessment and Accountability** for additional report availability.

Accessing Final Reports

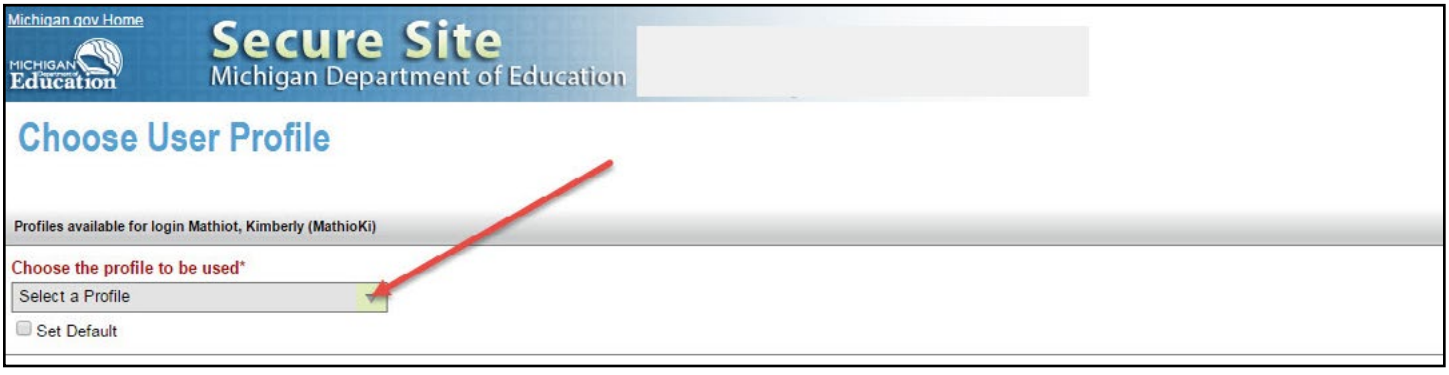
The Interactive Assessment Reporting Site can only be accessed through the Secure Site using your MEIS login.

Final reports are available through the Secure Site (https://baa.state.mi.us/BAASecure). Secure Site access is only available to district and school employees with authorized user roles and permissions granted by their district. You must have a MEIS login in order to access the Secure Site. For instructions on how to obtain a MEIS login, go to Secure Site Training (www.michigan.gov/mde/0,4615,7-140-22709_57003---,00.html) and click **How do I get access to the Secure Site?**

STEP 1: Log in to the Secure Site using your MEIS login. Choose the appropriate profile that allows access to the desired school or district assessment data. Click the down arrow in the **Select a Profile** field (see Figure 1). A drop-down menu will appear. Select the appropriate profile. Click OK.

NOTE: If a user does not have access to multiple profiles, this option will not be provided. These users will go directly to Step 2.

Figure 1

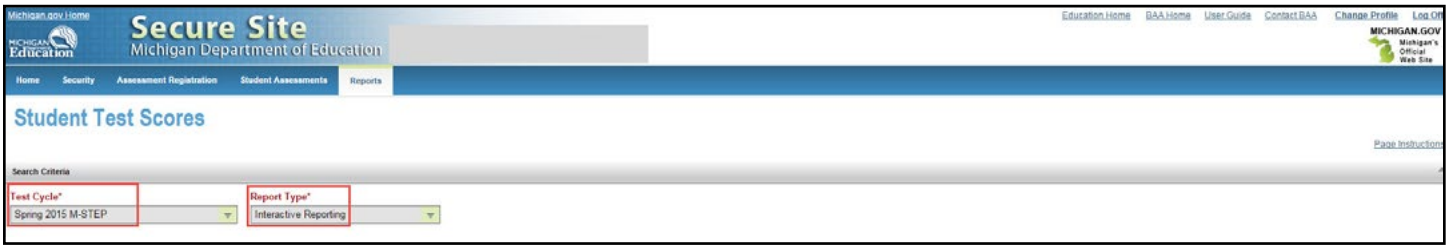


STEP 2: Click on **Reports** in the menu bar and select **Student Test Scores** (see Figure 2). Under Search Criteria, click on the drop down list under **Test Cycle** and select the appropriate test cycle (i.e., Spring 2015 M-STEP or Spring 2015 MI-Access) from the list.

Figure 2

Next, click on the **Report Type** drop down list and select **Interactive Reporting** (see Figure 3).

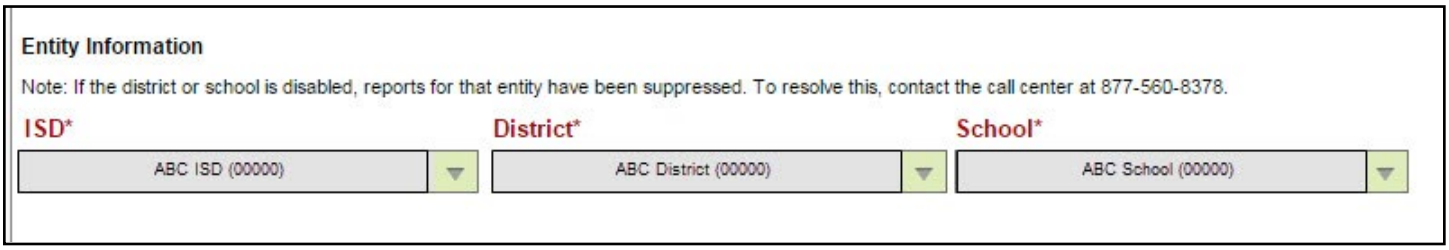
Figure 3



STEP 3: Under **Entity Information** (see Figure 4) there will be three drop down boxes: **ISD, District,** and **School**. Select **ISD** and **District** and under **School**, select the school assessment data you wish to access. Click the **Search** button.

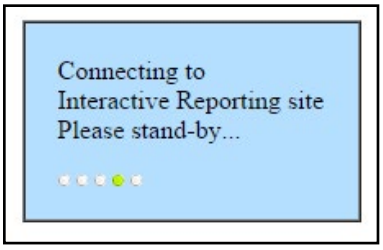
NOTE: Selection options will be pre-populated based on the level of access users have in the Secure Site. For example, school users will only have access to the specific school's data for which they are authorized. However, district-level users may choose a specific school in their district, or choose District Summary.

Figure 4



STEP 3: While the system is retrieving data, users will see a message letting them know they are connecting to the Interactive Assessment Reporting site (see Figure 5).

Figure 5



Note: The Secure Site will log out after 60 minutes, regardless of activity in the Interactive Assessment Reporting Site. Users will need to log in again to the Secure site to continue their activities in the Interactive Assessment Reporting site.

The Interactive Assessment Reporting site is supported in the following browsers:

Chrome 46.0

Internet Explorer 11

Firefox 41.0.2

IMPORTANT! To allow full functionality, your browser's popup blocker will need to be configured to add the URL for the Interactive Assessment Reporting site in your browser options. For instructions on how to manage your browser's pop-up blocker settings and add the Interactive Assessment Reporting site URL to your browser's trusted sites list, please see the Managing Pop-ups and Exceptions section of the Troubleshooting section in this document.

Final Report Functionality

The Michigan's Interactive Reporting site, when fully implemented, will present data for a variety of reports, including individual student reports (ISR), student rosters, and aggregate-level reports, such as school and district demographic reports. Regardless of the type of report selected, users will encounter the following components in each report type (see Figure 6):

1. **Search Results Header:** The Search Results Header allows the user to see all pre-filtered data element inputs, such as **Year, Assessment, ISD, District,** and **School**.

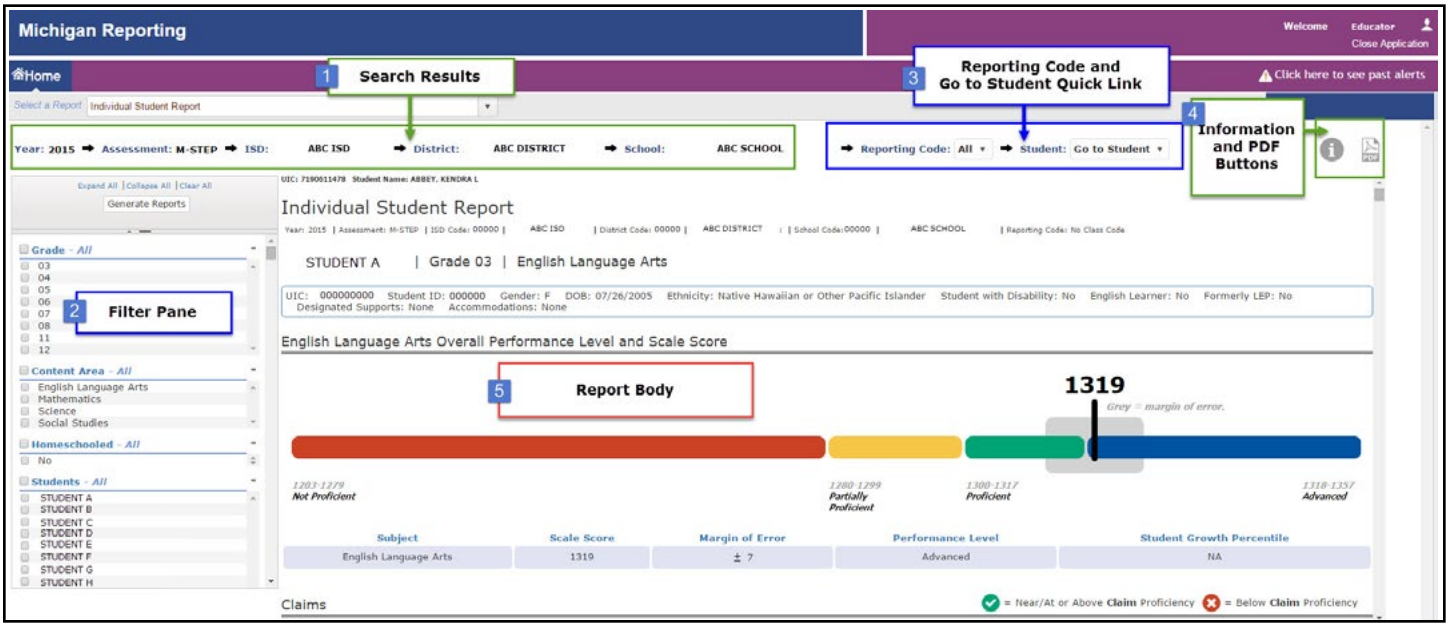
2. **Filter Pane:** This section allows the user to filter by grade, content area, and students. This pane also allows the user to generate reports. The options available in the Filter Pane will vary depending on the report.

3. **Reporting Code Filter and Go to Student Quick Link:** Allows user to change the optional school-generated reporting code, or jump to a student selected in the Filter Pane.

4. **Information and PDF buttons:** These buttons allow the user to view detailed information about the reports or request a PDF of the generated reports.

5. **Report Body:** The report body contains the results of the filtered input.

Figure 6



Function Details

The following sections will describe in detail the functionality and purpose of each component in the Interactive Reporting site. NOTE: The actual report visuals may be different depending on user role and/or report.

Search Results Header

The **Search Results Header** at the top of the report screen displays the search criteria that was selected in the Secure Site. The header displays the **Year**, the **Assessment**, the **ISD** name, the **District** name, and the **School** name. Users who have access to multiple schools will be able to change the schools within their districts using the Search Results Header. However, school-level users will only have access to the specific school's data for which they are authorized.

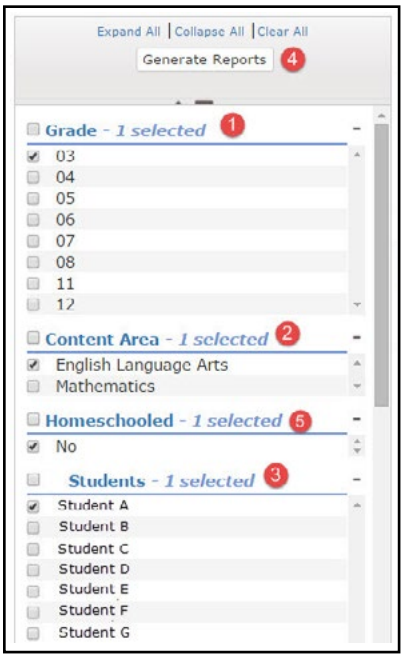
In some reports, there is also an interactive **Reporting Code** filter and a **Go to Student** quick link. These functions will be discussed later in this guide.

Filter Pane

The Filter Pane allows the user to select the grade and content area for which reports are to be generated (See Figure 7).

NOTE: The options available in an actual Filter Pane will vary depending on the report and may differ from the example on the the left.

Figure 7



To begin, click the **Clear All** link at the top of the pane. The buttons **Expand All** and **Collapse All** allow the user to expand all input filter tables, or collapse all input filter tables. To generate reports:

1. Select the grade level of the report to be generated. As each grade level is selected, there will be a brief pause as the system works to populate the filtered data. The filter pane defaults to the lowest tested grade level for the school and district pre-selected in the Secure Site. For example, Grade 3 is the lowest grade level that was tested for the elementary school selected in the Secure Site. To select all grade levels, click in the box next to Grade.

2. Select the content area for the report to be generated. As each content area is selected, there will be a brief pause as the system works to populate the filtered data. The filter pane defaults to listing content areas alphabetically for which there is data available, for the grade level selected. For example, in this school, English Language Arts is listed first alphabetically for grade 3, since only English Language Arts and Mathematics were assessed in this grade. To select all content areas, click in the box next to **Content Area**.

3. In some reports, the user may select the students whose reports are to be generated. The **Filter Pane** defaults to listing students alphabetically by last name, in each grade level. If two or more grade levels/content areas are selected, the **Filter Pane** displays students in alphabetical order for all grade levels and content areas selected. To select all students, click in the box next to **Students**.

NOTE: PDF report generator is more efficient when only one grade and content area is selected at a time.

4. Click the **Generate Reports** button (see Figure 9), and the filtered results will be displayed in the **Report Body** section. If any search criteria are changed in the Filter Pane, users must click the **Generate Reports** button to refresh the results.

5. In some reports, users may select the **Homeschooled** option to view only those students who are homeschooled.

Reporting Code filter and Go to Student Quick Link

These tools allow the user to quickly filter the student-level report results by **Reporting Code**. If a school or district has grouped students by reporting code, users may select the desired code from the **Reporting Code** list and generate reports for that reporting code only. The students, grade level(s), and content area(s) grouped under the class code will be displayed in the Filter Pane. To generate reports by **Reporting Code**, follow these steps:

1. Click the drop-down list and select the desired reporting code (see Figure 8).

Figure 8

2. Click the Generate Reports button in the Filter Pane (see Figure 9).

Figure 9

3. Click the Clear All link at the top of the Filter Pane to display students.

NOTE: When any filter criteria is changed, including the Reporting Code, the Generate Reports button must be used to generate reports.

If **No Code** is selected from the Reporting Code list, then all students who are not assigned to a Reporting Code will be displayed in the **Filter Pane** section of the tool. Likewise, if the **All** option is selected, all students, grade levels, and content areas selected in the filter pane will be displayed in the **Filter Pane**.

If a report code has been assigned and selected as described above, users will see the report code displayed in the **Report Heading** (see Figure 12 in next section). If there is no code designation, the **Reporting Code** field will display **No Class Code**.

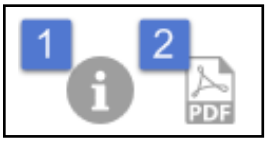
When reports have been generated, the **Go to Student** (see Figure 10) quick link in the ISR will allow the user to go directly to the selected student, similar to the Filter Pane, and display the filtered report results in the **Report Body**.

Figure 10

Information and PDF buttons

These buttons allow the user to access additional information about the report and generate PDF files from the reports (See Figure 11).

Figure 11



Information button: When clicked, this button will open a pop-up window containing a document called "About This Report." This explains in detail the purpose and content of the report, and offers guidance on how to understand the information and data presented in the report. Each report will have its own specific "About This Report" document.

PDF button: This function will produce a PDF document of the selection results. Reports will open in a separate browser window, and can then be printed and/or downloaded and saved to the user's computer.

NOTE: The PDF function may take some time to generate a PDF, depending on the number of reports being produced. A maximum of 200 reports may be produced in a PDF at one time.

Report Body

The **Report Body** is the main section of the report and contains the result of the user input from all filter tools. Depending on the type of report, the **Report Body** will contain different sections. In order to see all sections of the **Report Body**, users may need to scroll down using the scroll bar on the right side of the screen.

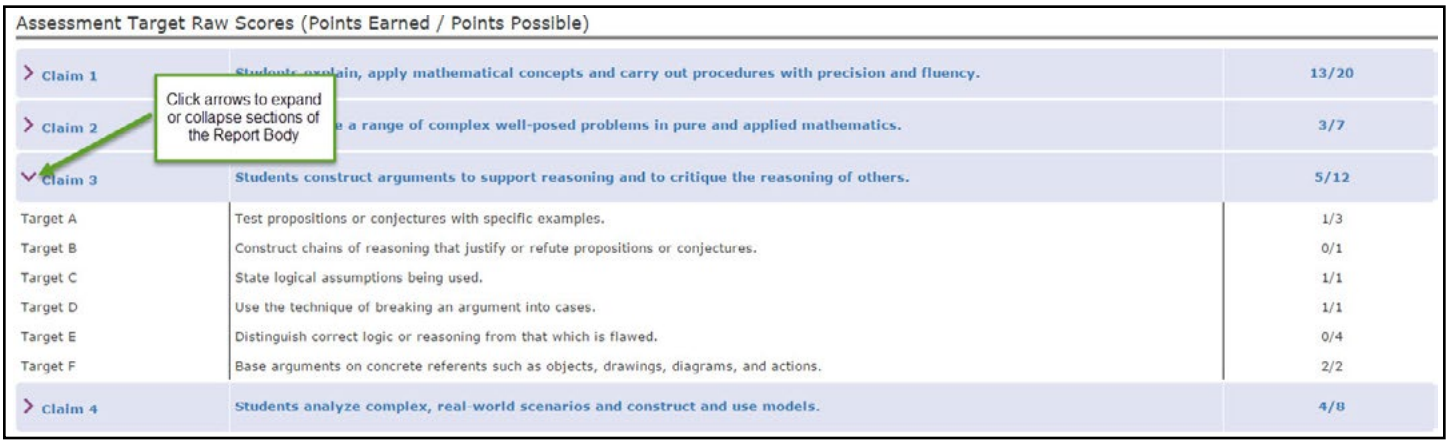
The **Report Heading** (see Figure 12) is displayed at the top of the report. This heading is a static bar that provides the same information as the Search Results Heading, but also contains the name of the report, the ISD, district, and school codes, and where applicable, the reporting code.

Figure 12

Some sections of the **Report Body** are dynamic, and will allow the user to customize the view. For example, in the ISR reports, users can expand and/or collapse this table as desired (see Figure 13).

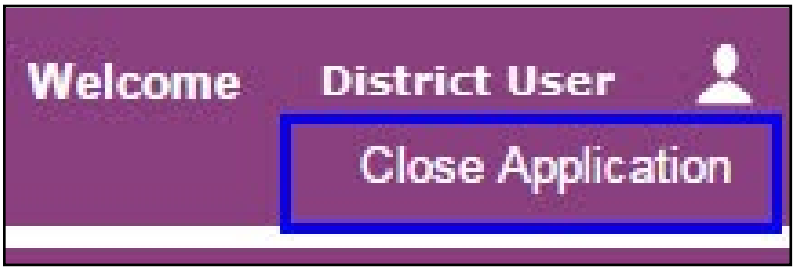
NOTE: This table defaults to the expanded view. When generating PDFs, the PDF generated will display the collapsed or expanded view, depending on the selected configuration.

Figure 13



To return to the Secure Site, click **Close Application** (see Figure 14) in the upper right corner of the Interactive Assessment Reporting site screen.

Figure 14



When finished in the Secure Site, be sure to log out of your account.

For additional assistance, please contact baa@michigan.gov or call (877) 560-8378, option 3.

Troubleshooting

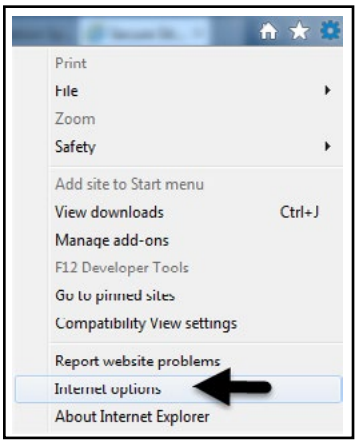
IE (Internet Explorer) – Manage Pop-ups & Add URLs (Exceptions)

Below are instructions on how to enable Pop-ups and URL's for trusted sites in IE11, Chrome:

1. Open IE on your desktop and go to your Internet Options.

2. While there are several ways of accessing the Internet Explorer options menu, you can usually just press ALT + T then O. However, you can click the gears icon at the top-right of the window and choose "Internet options". When you do this, you should see the screen shot below (see Figure 15):

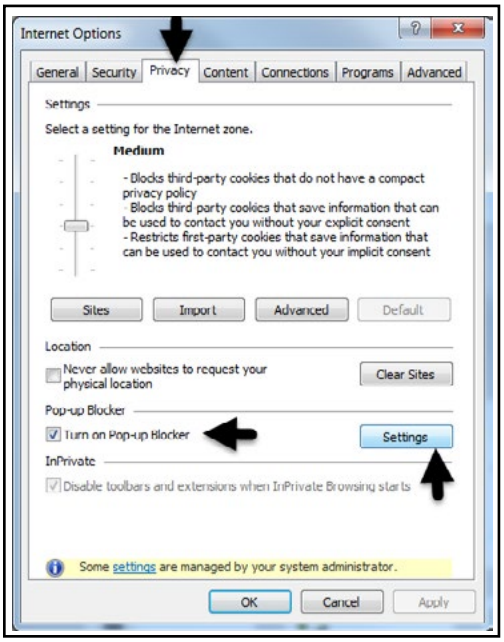
Figure 15



3. When the "Internet Options" dialog box opens, click the "Privacy" tab (see Figure 16).

4. Make sure "Turn on Pop-up Blocker" is checked (it is by default), then click the "Settings" button (see Figure 16).

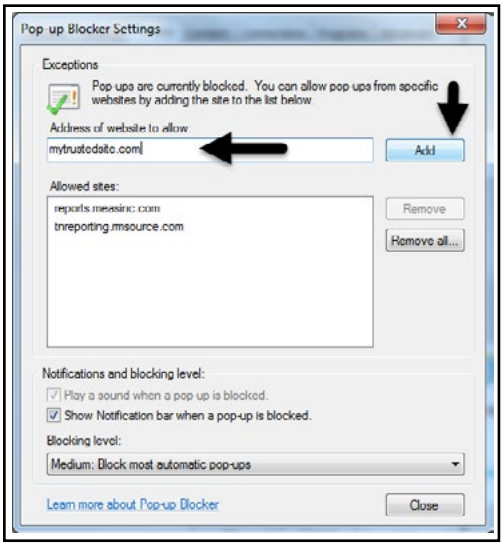
Figure 16



5. The "Pop-up Blocker Settings" dialog box will appear.

6. Type in a website address underneath "Address of website to allow" (see Figure 17). Only enter the host name, not the full path (e.g., mytrustedsite.com). Click the "Add" button. Repeat as needed.

Figure 17



Note that you can remove a site from the "Allowed sites" list by selecting it and then clicking the "Remove" button; clicking "Remove all" clears the entire exception list.

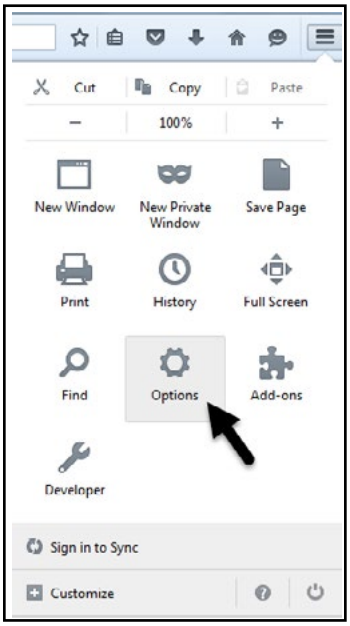
7. When done, click the "Close" button to close the "Pop-up Blocker Settings" dialog box, then "OK" to close the "Internet Options" dialog box.

Firefox – Manage Popups & Exceptions

For Firefox, there are several different areas to add a trusted site (referred to as "Exceptions"), depending on what functionalities you want to allow the site to do or prevent the site from doing.

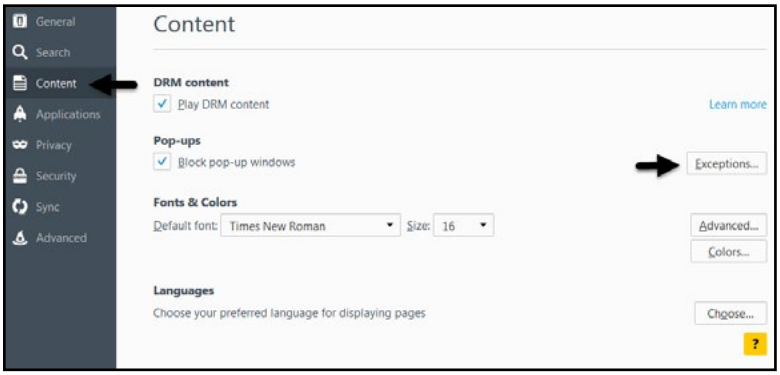
1. From the Firefox menu in the upper right-hand corner, select Options (see Figure 18).

Figure 18



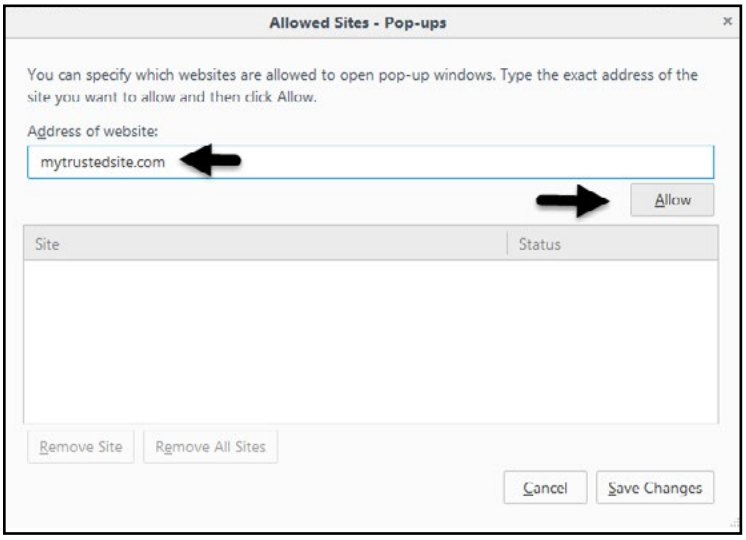
2. Once in the Options window, go to the Content tab on the left-hand side . There will be an options to allow pop-up windows. If you would like to continue to block pop-ups except for a specific site, select the Exceptions button that is on the right (see Figure 19).

Figure 19



3. There will be a box where you will be able to type the name of the site that you would like to allow pop-ups for. Type in the main site name (e.g., mytrustedsite.com) and select allow (see Figure 20). This will allow pop-ups on just that site.

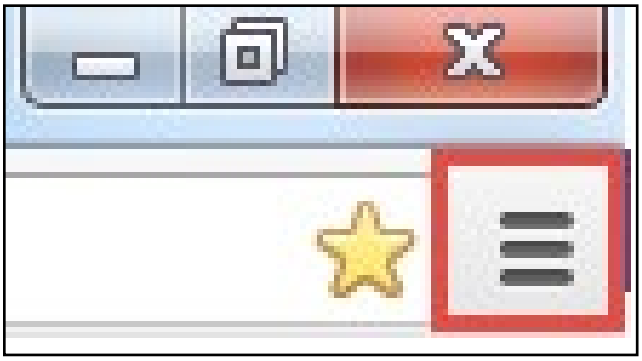
Figure 20



Google Chrome – Manage Popups & Exceptions

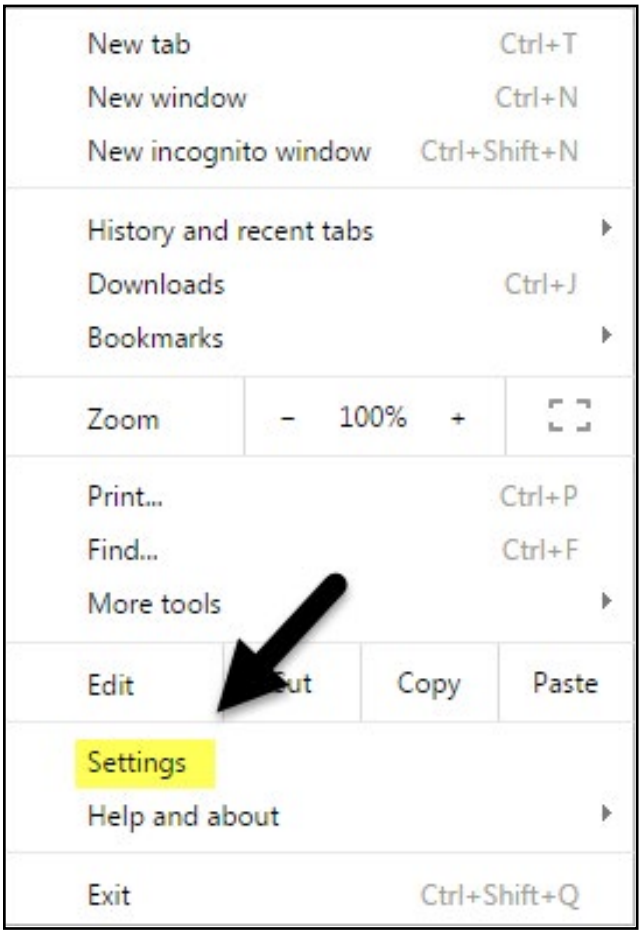
1. In the upper-right corner of your browser, click the menu button (see Figure 21).

Figure 21



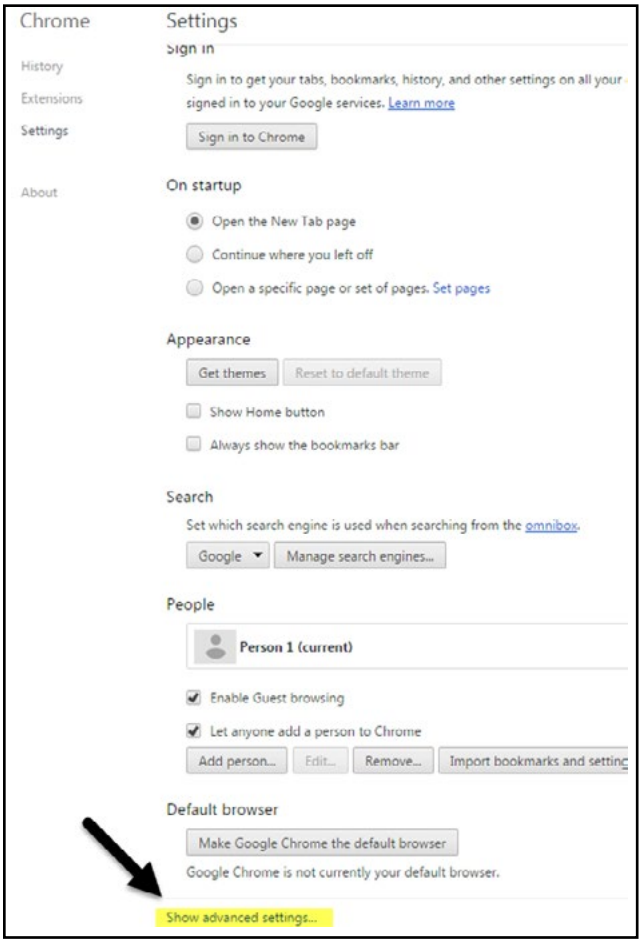
2. Click Settings (see Figure 22).

Figure 22



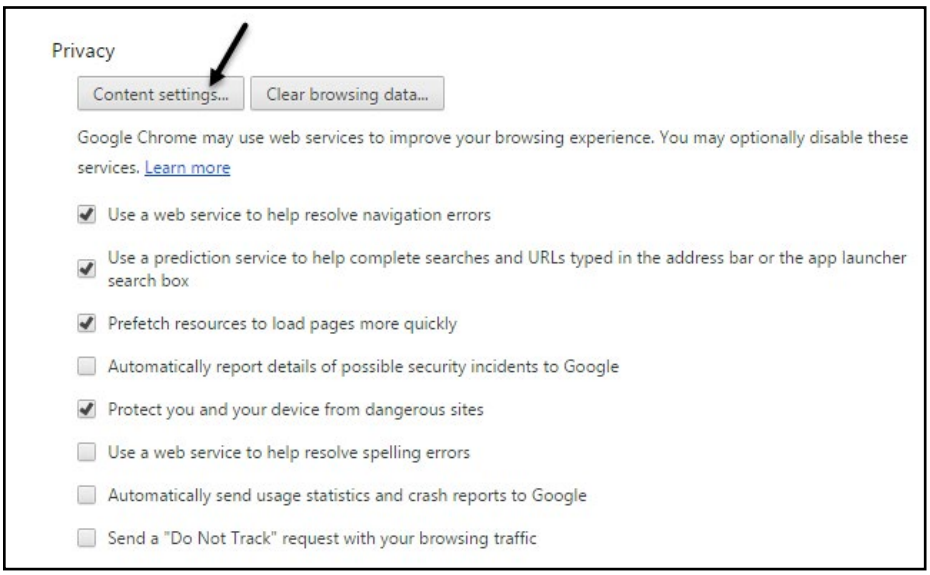
3. Click the Show Advanced settings link (see Figure 23):

Figure 23



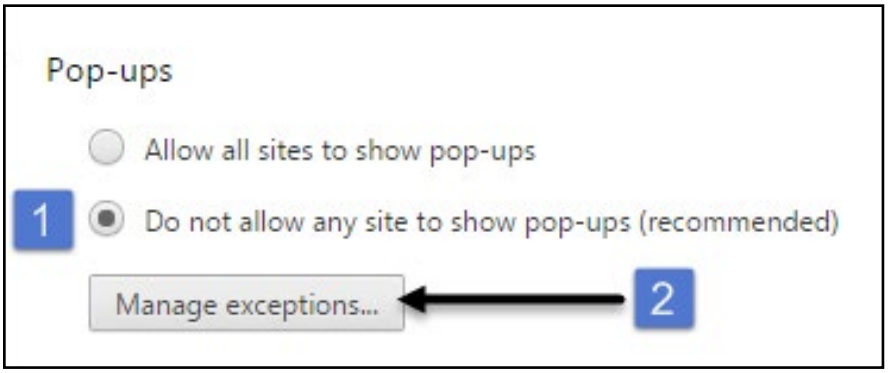
4. Click the Content settings … button (see Figure 24):

Figure 24



Scroll down to the Pop-ups section and (1) click the radio button next to “Do not allow any site to show pop-ups” (recommended), then (2) click the “Manage exceptions . . .” button (see Figure 25):

Figure 25



5. In the open field box, type the name of the URL to be excepted (1), select Allow (2) and click Done (3) (see Figure 26):

Figure 26

6. Click Done again to Save the settings.